

Insert running title



Insert Full Title of the Report

Insert date of finalisation

Contents

Table of Abbreviations.....	iii
Table of Figures	iv
1.0 Introduction	1
2.0 Purpose	2
3.0 Executive Summary	3
4.0 Background	4
5.0 Findings.....	5
6.0 Best practice	6
7.0 Analysis.....	7
8.0 Conclusion.....	8
9.0 Glossary of Terms	9
10.0 Recommendations	10
10. Annexes.....	11

Table of Abbreviations

Table of Figures

Figure 1 Personal protective equipment..... 11

Insert running title

1.0 Introduction

The introduction should:

- Briefly describe the context of the investigation – it should not go into too much details.
- Introduce the investigator/investigative team – their position in the organisation is sufficient for employees of the OSH Agency. If there are external parties, their qualifications and affiliation should also be included in this section.

— OSHA INVESTIGATIVE TEAM

Name of Investigating Officer(s)	Position
—	—
—	—
—	—
—	—

2.0 Purpose

This section should detail the purpose of the investigation:

- The objective and/or question that the investigation intends to answer

N.B. the analysis and conclusions must respond to the objective and/or questions stated here.

- If it is not complete then it should detail the current stage of the investigation e.g. preliminary, intermediate or final
- List all further information required

3.0 Executive Summary

This section is a concise summary of findings from the investigation. It should include:

- A brief summary of the accident
- A brief summary of the approach(methodology) to the investigation
- A brief summary of the finding

The Executive Summary should be written in a manner that is accessible to non-technical readers and persons in need of a quick overview of the investigation. Ideally, it should be one (1) page.

4.0 Background

This section should provide a background to the investigation and not the accident. Therefore only the details/facts causally linked to the accident and which are considered in the investigation need to be mentioned.

This section should include:

Accident

- A concise account of the events/details that resulted in the accident. This account should be **impartial, matter of fact, and not leading.**

Methodology – this is a summary of the steps taken in conducting the investigation. This should include inter alia:

- Details of any site visits
- Interviews conducted
- Documents requested
- Enforcement notices issued
- List/description of documents and or information on which the report is based

Where this information is voluminous it should be placed in tabular form and annexed to the report.

5.0 Findings

This section should include:

- Description of the examination/investigation of the accident that was carried out and/or commissioned.
- Site visit:
 - Describe briefly the position of machine/process and state whether or not it differs from the time of the incident.
 - Describe existing system of operation by giving details of operating procedures.
 - Take photographs and measurements for the purpose of the investigation. These items should be labelled, initialled by the author and annexed to the report.
- All test results should be included.
- Describe training content and availability, relevant system of Work and Risk Assessment, the event leading up to the incident refer to Witness Statements describing the incident and indicate the cost of precautionary measures.

6.0 Best practice

- Reference any Guidance Document e.g. codes of practice, manufacturer's data, and external work commissioned etc.
- Reference any material that the party involved should have access to.
- Reference the OSH Act and any other applicable legislation.

7.0 Analysis

This section is a comparison between the current situation and the best practice (Comment on any extent and significance difference between the two). The analysis should cover the areas highlighted in the Purpose as Objectives or Questions.

- Describe what went wrong:
 - Describe the differentiating facts and assumptions between each by referencing their source;
 - What are the causative factors?
 - Discuss adequacy of existing practices/ systems
 - Indicate whether the recommended Corrective Action was foreseeable or not and whether safeguards were reasonably practicable.
 - Detail accident rates which show scale of danger
 - Compare current system with systems employed elsewhere in the industry
 - Explain how much the findings have deviated from what was expected
 - Refer to any relevant pictures and annexures e.g. “(see Fig. 1 on Page 5)

NB. Where the investigator encountered challenges that significantly impacted the investigative process or potentially the outcome of the investigation this should be highlighted in the analysis under a sub-heading or if necessary in a separate chapter.

8.0 Conclusion

This section should include:

- Response to the posed question in the Purpose
- Summary of the cause of the incident
- Indication whether or not it was reasonably practicable to do more
- Proposed breaches of the OSH Act

9.0 Glossary of Terms

This section should include:

- Explanation of technical terms (the explanation should be the definition that is relevant to the usage of the terminology in the report and not a generic definition or list of possible definitions)

10.0 Recommendations

This section should include:

- A list of recommendations to prevent reoccurrence.

10. Annexes

This section should include photographs; witness statements; tables; diagrams etc referred to in the report. All documents annexed should be included in the Table of Figures. As a general rule document annexes should be set out in order of citation. However where the annexes are bulky i.e. there are many witness statements, photographs, manufacturer's instructions etc. they should be annexed by categories for ease of reference e.g. Photographs; Witness Statements etc. This should be reflected in the Table of Figures

Photographs

Figure 1

Personal protective equipment



Figure 1 Personal protective equipment